



Microsoft Project Up & Running

Pre-requisites

Designed for people who have no or limited experience of using Microsoft Project and need to produce Gantt charts, schedules and reports for resources and management

Course Objectives

This workshop is designed to assist anyone who may already manage projects, and would like to use Microsoft Project to help them with scheduling, resource management and reporting. This is using MSP without the whistles and bells, to produce schedules, reports and simple cost breakdowns.

Course Content

0930hrs to 1630hrs

<ul style="list-style-type: none">• Getting Started• Views• Critical Initial Settings• Tasks & Task Types• Creating and Assigning Resources• Assigning Costs	<ul style="list-style-type: none">• Producing Reports• Dealing With Resource Availability• Re-Assign and Re-Schedule Work• Tracking your project
---	---



Optimise Consultancy Ltd

18 Bakewell Drive

Stone

Staffordshire

ST15 8YR

Email: info@optimise.org.uk